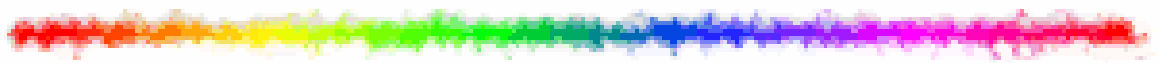


SPECTRUM



NUIT'S GLBT/STRAIGHT ALLIANCE

CONSTITUTION 2005-2006

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Article I Name and Purpose

Section I The name of this organization shall be recognized as “SPECTRUM” NJIT’s GLBT-Straight Alliance.

Section II Our Purpose as SPECTRUM is to:

- Provide a safe setting for Gay, Lesbian, Bisexual, Transgender, and their allies.
- To develop, promote, organize, and increase the awareness of issues facing the GLBT community through social activities, events, and activism.

It is our goal that these activities encourage a fun and productive environment at New Jersey Institute of Technology in which all students can and will perceive equality.

Article II Membership

Section I Membership of SPECTRUM is voluntary. The number of members on the team shall be no less than ten (10) students.

Section II SPECTRUM members shall consist of students who:

- Must be taking at least one (1) credit at NJIT.
 - All Alumni are welcome as members.
- Must be willing to listen to all viewpoints.

Section III Participation by non-members in any SPECTRUM sponsored activity shall be the decision of the SPECTRUM Executive Board Members.

Article III
Executive Board:
Positions and Responsibilities

Section I The *principle* officers consist of the President (Chief Executive Officer), Vice-President (Chief Operating Officer), Secretary (Chief Logistics Officer), and Treasurer (Chief Financial Officer). These members will also be known as the Executive Board Members.

The *associate* officers of the team shall consist of Web Administrator (Chief Technical Officer), Publicity (Chief Creative Officer), and Chief Administrative Liaison.

Section II Executive Board (E-Board)

President:

- Shall be the principal executive board member of the club and, subject to the control of SPECTRUM, shall in general, oversee club activities, supervise and control all of the business and affairs of the team.
- He/she will have the authority to oversee an election of any agenda item by casting a vote in any event of a tie.
- He/she shall, when present, preside at all regular and special meetings of SPECTRUM.
- He/she shall have authority, subject to such rules as may be prescribed by the SPECTRUM club members to appoint such agents and members of the club as he/she shall deem necessary, to prescribe their powers and duties to delegate authority to them. Such agents and members shall hold office at the discretion of the president.
- He/she shall have authority to sign, execute, and acknowledge, on behalf of SPECTRUM, all documents or instruments necessary or proper to be executed in the course of the team's regular business, or which shall be authorized by resolution of the Team, he/she may authorize any Vice-President or other officer or agent of the team to sign, execute or acknowledge such document or instruments in his/her place.

- In general, he/she shall perform all of the duties incident to the office of President and such other duties as may be prescribed by SPECTRUM from time to time.

Vice-President:

- In the absence of the President or in the event of his/her death, inability or refusal to act, or in the event for any reason it shall be impractical for the President to act personally, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.
- The Vice-President shall have charge of all communications being distributed to the student body at New Jersey Institute of Technology.
- They will act as the source for event captains to run e-mails and other promotional items through.
- They will also assist the even chairpersons to ensure that messages are sent in a timely manner and that planning for the events are complete.
- If the Vice-President is the chairperson for any event, then the communication should be sent to the President for approval.
- The Vice Presidents and/or their designees will have control of and access to all official documents and functions.

Treasurer:

- The treasurer shall have charge and custody of and be responsible for all funds of SPECTRUM and will maintain accurate account information of the club in accordance with the directive of SPECTRUM.
- The treasurer shall be designated to pay any and all authorized debts the SPECTRUM Club has accumulated.
- In general, shall perform all of the duties incident to the office of Treasurer and have such other duties and exercise such other authority as from time to time may be deemed or delegated or assigned to him/her by the President or the SPECTRUM Club.
- The Treasurer's books shall be audited at the end of each semester.

- The Treasurer shall provide the financial reports to the Executive Board at each Executive Board Meeting.

Secretary:

- The secretary shall keep the minutes of the regular and special meetings of SPECTRUM and will distribute the official meeting minutes to the members of the SPECTRUM club.
- The secretary shall be responsible for filing of any team records, any written documentation and/or correspondence, verify team membership whenever necessary.
- In general, perform all duties incident to the office of Secretary and have such other duties and exercise such authority as from time to time may be delegated or assigned to him/her by the President or SPECTRUM.

Section III The Executive Board will appoint a Web Administrator who will oversee the functions of the Official Web Site of SPECTRUM.

Section IV Press Releases:

Press releases will be released by the Executive Board, or their designees, and must be approved by the entire Executive Board.

Public Speaking:

Public speaking is defined as communication with the press, university officials, other clubs, public gatherings and events, and the Internet.

Public Speaking shall be done by the Executive Board, or their designees, and must be approved by the Entire Executive Board.

Article IV
Nomination Procedures and Election Procedures
For Executive Board Members

Section I Nomination Procedures for Executive Board Members

- Nominations for members of the Executive Board for the SPECTRUM organization shall be submitted from the start of the first meeting of April until the official meeting of the election, which shall be the last meeting of the school year. (spring semester).
- Attendance of an official SPECTRUM meeting is not a requirement for submission of a nomination for positions on the Executive Board.
- Any such member may nominate another such member, including himself/herself, for any of the four (4) Executive Officer positions. Another such member must second all nominations for an Executive Board position.
- Nominees may accept their nomination at any official meeting before and including the official meeting for the election of the Executive Board members.

Section II Election Procedures for Executive Board Members

- The officers of the team to be elected by the SPECTRUM club shall be elected at the last meeting of the spring semester school year.
- Elections for the Executive Board Members will be held by ‘Secret Ballot’, with and all such members of SPECTRUM are encouraged to vote during the election process.
- Executive Board Members shall be elected for positions within SPECTRUM, by means of a majority vote of all members in attendance.
- If a tie between two (2) nominees for the Executive Board Positions occurs, a revote will be taken after any such discussion of each nominee’s qualifications for the Executive Board position they are being elected.
- If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be.

- Election(s) of an/the Executive Board Member(s) will be moderated by the advisor of the SPECTRUM club, as well as one (1) other person not a member of the SPECTRUM.
- The term of an Executive Officer shall begin immediately, or as soon thereafter as conveniently may be, after the election of the Executive Board Members.
- All Executive Officer positions must be filled, and one (1) Executive Officer may not hold more than one (1) position on the Executive Board.
- Each Executive Officer shall hold office until his/her successor shall have been duly elected or until his/her prior, resignation, no longer eligible for membership), in such case as a voluntary vacancy, the appointment of said Executive Officer Positions shall be succeeded by the next available ranking (i.e.: the Vice-President shall be asked to succeed the President.)
- In such a case when a vacancy is considered, and the next available ranking member of the Executive Board shall NOT succeed the preceding position, then nominations for new Executive Officer Positions will be held at the next two (2) available official meetings.
- The officers of the team to be elected by the SPECTRUM Club shall be elected at the third (3rd) meeting following the vacancy of said Executive Board Position.
- If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be.
- If anyone wishes to challenge the validity of the elections of the Executive Board Members, it shall be brought up at the next official SPECTRUM meeting or at the very least; a written complaint should be submitted to the new Executive Board no later than one (1) week following the elections. The challenge will be brought to the attention of the membership in attendance at the next official meeting and voted on by secret ballot. If the challenge is upheld by majority of the membership in attendance, a new election shall be held.

Article V

Removal of an Executive Officer

Section I Removal of an Executive Officer

- If, for any reason, one-third (1/3) of the membership of the SPECTRUM club in attendance wishes, a request for the removal of an elected Executive Board Officer can be granted.
- Such a vote must be held at the next official SPECTRUM meeting at which time the Executive Board Member or Advisor will be given an opportunity to present any appropriate explanations or defense prior to the vote. A two-thirds (2/3) vote of the membership in attendance is required for the removal an officer from such an elected position.
- Unless stated otherwise in the Constitution, all voting procedures for the removal, of an elected Executive Board Member, shall be done by means of verbal or by hand count. If a majority of the membership in attendance wishes the vote to be done by secret ballot, this request may be granted.

Article VI

Schedule of Official SPECTRUM Meetings

Section I SPECTRUM Meetings

- The SPECTRUM club shall meet on a weekly basis.
- Special meetings of the club may be called by the President at the request of a majority of the club.
- Written / Email communication to all club members shall be communicated at least three (3) days in advance or upon waiver by all the club members of such notice.
- All meetings will be conducted in accordance with the SPECTRUM Constitution.
- The schedule of the official SPECTRUM Meetings will be determined by the number of active members.
- Meetings shall, in general, be conducted and decisions made by the majority of the membership in attendance shall be made in accordance with the SPECTRUM Constitution.
- In order to conduct business, three (3) members including at least one (1) member of the Executive Board must be in attendance.
- Official meetings will be moderated and attended with respect, common sense, courtesy and control.

Article VII

Budget and Event Planning

Section I The club shall estimate a necessary budget within the first month of each semester.

Section II The club will schedule events as often as deemed appropriate.

- The guidelines should allot a minimum of one (1) event per month.
- The club shall schedule a date, allot a budget, advertise and oversee the event.
- Events can include, but are not limited to, fund-raising, celebrations, meals, movie nights, day / night / trips, etc...

Each Event must have a chairperson(s) / event coordinator(s).

This member, whether it be a member of the Executive Board, or a member under the supervision of a member of the Executive Board, would have any or all of the following responsibilities:

- Defining the event
- Estimating the cost of the event
- Soliciting for volunteers.
- Advertising / Announcing such event.
- Coordinating the day's calendar.
- Tracking the actual budgeted expenses.

* * * (Sub Committees shall be formed if needed.) * * *

Article VIII

Ratifications and Amendments

This Constitution may be altered, amended or repealed and a new Constitution may be adopted by the affirmative vote of not less than a majority of the members in attendance, two-thirds (2/3) of the members present at two (2) consecutive official SPECTRUM Club meetings.

Adoption of the ratified or amended Constitution permanently suspends any and all previous Constitutions.

This Constitution shall stay in effect until a new Constitution is approved by a majority vote of the membership in attendance, two-thirds (2/3) majority vote at two (2) consecutive meetings.

If the ratification or amendment of the Constitution fails by not having the appropriate vote, the amendment or ratification may be re-introduced at any time.